

County of San Bernardino

Department of Behavioral Health Office of Compliance

November 5, 2012

Listed below are recently or soon-to-be-posted Information Notices and Interim Instruction Notices in addition to Policies and Procedures (PPs) for the Standard Practice Manual (SPM).*

Newly Posted Policies and Procedures to Date

- ADS0211: [Alcohol and Drug Services \(ADS\) Admission Policy](#)
- ADS0214: [Alcohol and Drug Services \(ADS\) Admission Preference and Interim Services for High Risk Clients Policy](#)
- ADS0216: [Alcohol and Drug Services \(ADS\) California Outcomes Measurement System – Treatment \(CalOMS-TX\) Monthly Report Policy](#)

Policies and Procedures in the Administrative Review Process

- ADS2012: ADS Youth Treatment Services Policy
- ADS2013: ADS Perinatal Treatment Policy
- ADS0215: ADS HIV/Early Intervention Services Policy
- ADSXXXX: ADS Administration Provision of TB Services Policy
- ADTXXXX: Adult Forensic Housing Policy
- BOPXXXX: Facility Room Reservation and Use Policy
- BOPXXXX-1: Facility Room Reservation Calendar Manager Designation Procedure
- BOPXXXX-2: Reserving Rooms for DBH, Other County Departments, and Affiliates Procedure
- BOPXXXX-3: Reserving Rooms for Non-County Entities Procedure
- BOPXXXX-4: Room Reservation Day of Event Activities Procedures
- BOPXXXX-5: Room Reservation Post Event User Procedure
- BOPXXXX-6: Room Reservation Billing Procedures
- BOPXXXX-7: Room Reservation Physical Room Arrangement Procedures
- BOPXXXX-8: Room Reservation Event Media Procedures
- BOPXXXX-9: Room Reservation Event Security Procedure
- BOP3008: Fundraising Policy
- CLK0708: Service Corrections and/or Deletions – CDCI (Charge Data Correction Invoice)
- CLP0811: Consent for the Treatment of Minors
- CLP0811-1: Consent to Treat Emancipated or Married Minors Procedures
- CLP0811-2: Consent to Treat a Minor: Procedures for Parents
- CLP0811-3: Consent to Treat a Minor: Procedures for Guardians
- CLP0811-4: Consent to Treat a Dependent Minor Procedure
- CLP0819: Tarasoff Policy
- CLP0819-1: Tarasoff Procedure
 - Name of Potential Victim letter template
 - Name of Potential Victim letter template -- Spanish
 - Law Enforcement Notification letter template
- COM0902: Summonses and Complaints and Subpoenas Policy
- COM0902-1: Summonses and Complaints and Subpoenas Procedure
- COM0922: Sound and Photographic Recordings Policy
- Affidavit for Ethical Treatment of Protected Health Information form
- COM0934: Compliance Plan Policy
- IT5001: Procedures for Purchasing Computer Equipment
- IT5010: Multifunctional Devices Security and Compliance Policy
- IT5011: Use of Electronic Signature (eSignature) Policy
- IT5011-1: Use of Electronic Signature (eSignature) Procedure
- MDS2023: Medication Disposal Procedure
- QM6002-1: Medi-Cal Site Certification Process
- SFT7010: Possession of a Weapon Policy
- SFT7010-1: Possession of a Weapon Procedure
- TRA8011: Behavioral Health Nursing Student

*This report will be sent electronically to Executive Management, Program Managers, Clinic Supervisors and ACBO members tomorrow morning; links are active only through the Intranet. It will also be posted on the Intranet and Internet sites where links are active for both. Administrative Reviews now include ACBO members, Administrative Managers, Clinic Supervisors and Supervising Office Specialists. **Please be sure to include these new releases in staff meetings/trainings.**

****Newly Posted Forms**

Please replace forms that have been printed or entered into a shared drive with the revised forms in the Posted list above.

County of San Bernardino
Department of Behavioral Health
Office of Compliance
Immersion Program

Newly Posted Information Notices

None

Publications

None

New and Revised Forms**

None

Policies and Procedures Pending Posting

None

Policies and Procedures Being Prepared for Director's Signature

None

New PP Requests

Please follow the SPM Business Operation Practices BOP3002: [Requests to Modify the Standard Practice Manual \(SPM\) Procedure](#) to request new PPs. Please contact Bobbie Luna at 382-3166 or Stephanie Reis at 382-3083 with any questions.

Please Note: Subject Matter Experts (SME) please include clinical and administrative support staff input when submitting new PPs for review. If clinical and administrative support staff input is not obtained when submitting, the input must be received prior to sending for Administrative Review. It is recommended that input is received from at least two clinical locations and at least two clerical locations that would be affected by implementation of the policy/procedure.

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